

Consulting Billing Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the payment terms related to the recent consulting services provided by [Your Company Name].

We would appreciate clarification on the following points regarding the payment terms:

- The due date for the payment
- Preferred payment method
- Any applicable late fees or early payment discounts
- Invoice dispute resolution process

Understanding these terms will help us manage our financial planning effectively. Thank you for your assistance in this matter.

I look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]